Sale Flyer Structure / Checklist

What is the event Auction - Live Auction - Silent Auction - Online Auction Estate Auction
Location and or address always include city and state
Date and time include day of week Wednesday April 12th at 10am
Listing of what is being sold
Terms and conditions Terms is money - cash - check - charge cards - due on day of sale Conditions refers to things like as-is pickup / removal schedule
Terms is also Tax and buyer premium
your company info and contact info
 Good to have: Auctioneers note Food on site Restrooms / Parking Rain plans Loaders available Always do spell check